

CPAD

MEMORANDUM FOR: PD/Plans
Division/Staff Chiefs
USIB Elements

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1. [] has raised the question of the various communication devices and management techniques used in the Staff for internal communications and reporting -- particularly the continued usefulness of the ICS Weekly Report. Although [] reads the Weekly Report and uses it as one means of keeping himself informed on Staff activities; he wonders if the report has usefulness within the Staff. With this in mind I would appreciate your comments on the following: STAT

a. Do you and the members of your component find the ICS Weekly Report useful as an internal communications device? Is the report circulated to all members of your component?

b. Do you feel that the report is worth the time and effort it takes to prepare it? If not, do you have a suggested alternative?

c. Do you feel the ICS Weekly Report is useful as a historical document?

d. If you feel the ICS Weekly Report should be retained do you have any suggestions as to how it might be improved?

2. I would appreciate your polling the members of your staff and providing me an answer to these questions by COB, 20 August.

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cc: []